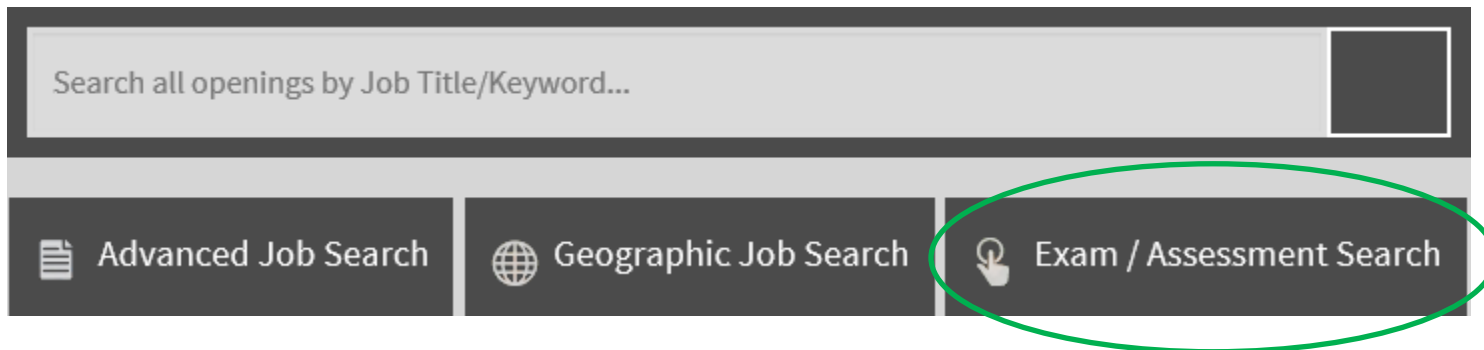


How to Search and Apply for Examinations on www.calcareers.ca.gov

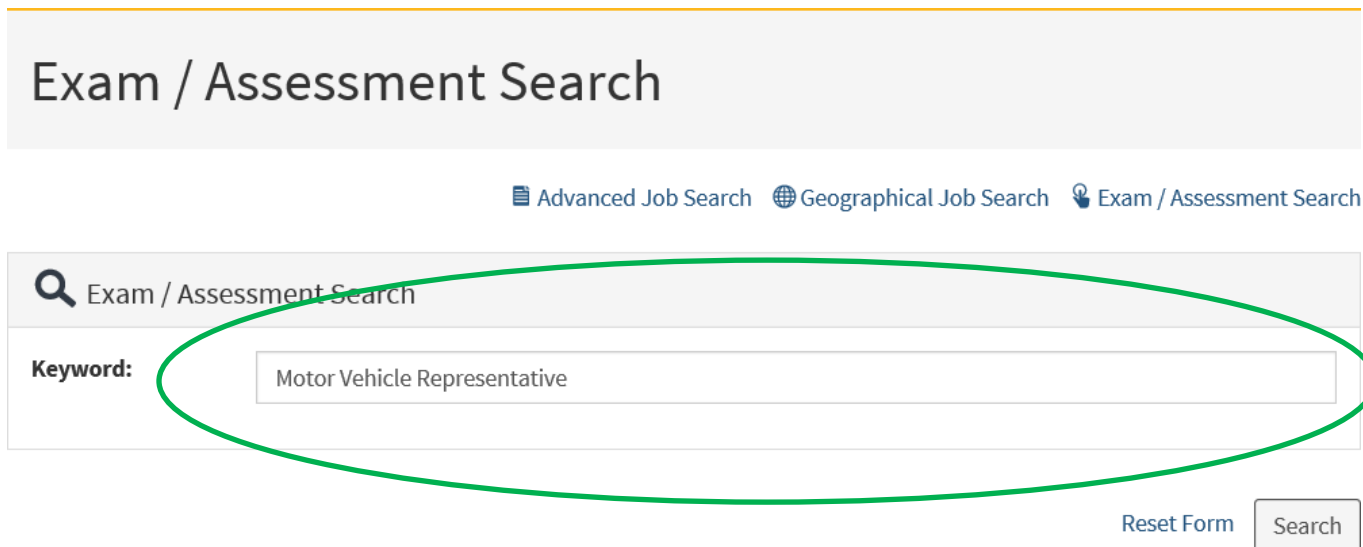
1. Enter www.calcareers.ca.gov in your web browser.
2. On the front page, click on the button labeled “Exam / Assessment Search”



Search all openings by Job Title/Keyword...

Advanced Job Search Geographic Job Search Exam / Assessment Search

3. In the box next to “Keyword”, enter the name of the examination for which you are searching (e.g., Motor Vehicle Representative or Licensing-Registration Examiner) and click the “Search” button.



Exam / Assessment Search

Advanced Job Search Geographical Job Search Exam / Assessment Search

Exam / Assessment Search

Keyword: Motor Vehicle Representative

Reset Form Search

4. On the next page, find the exam title you searched for and click the “View Exam Posting” button.

1 exam/assessment match(es) found.

MOTOR VEHICLE REPRESENTATIVE

Exam Id: 0PB35
Department: DEPARTMENT OF
MOTOR VEHICLES

Exam Base: Open Exam
Publish Date: 11/15/2010

Filing Date: 12/31/2017

[View Exam Posting](#)

[37 Related Job\(s\)](#)

5. Look for the text that says, “**CLICK HERE FOR A COPY OF THE OFFICIAL EXAM BULLETIN...**” and click on the “CLICK HERE” link.

Where to Apply:
CLICK ON THE LINK BELOW FOR AN OFFICIAL COPY OF THE EXAM BULLETIN.

[CLICK HERE](#) FOR A COPY OF THE OFFICIAL EXAM BULLETIN AND SPECIFIC INSTRUCTIONS ON HOW TO APPLY AND TO SCHEDULE YOURSELF FOR THE EXAM. FOR THE EXAM.

Requirements for Admittance: You must read and print the [Classification Description \(specification\)](#) for the minimum qualifications for this examination. It is your

6. You will be directed to the official examination bulletin. Read it very carefully as it contains important examination information.



MOTOR VEHICLE REPRESENTATIVE

Agency Code: 3899 - Class Code: 1897 - Exam Code: 0PB35

Department:	Department of Motor Vehicles
Opening Date:	6/2/2011 2:33:00 PM
Final Filing Date:	Continuous; self-schedule dates are set periodically.
Type of Recruitment:	Departmental Open
Salary:	Monthly Ranged Salary \$2,563.00 - \$3,715.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

7. Some examinations (e.g., Office Technician, Motor Vehicle Representative, Licensing-Registration Examiner) will have a feature which allows you to self-schedule your examination date, time and location. The self-schedule link is typically located at the very bottom of the last page of the examination bulletin. If the link is active, click on it to proceed.

If the link is inactive, the examination is not being given at this time. Please continue to check the examination bulletin periodically to see when testing is available.

[Click here to go to the Internet Self-Scheduling System for the Motor Vehicle Representative examination.](#)

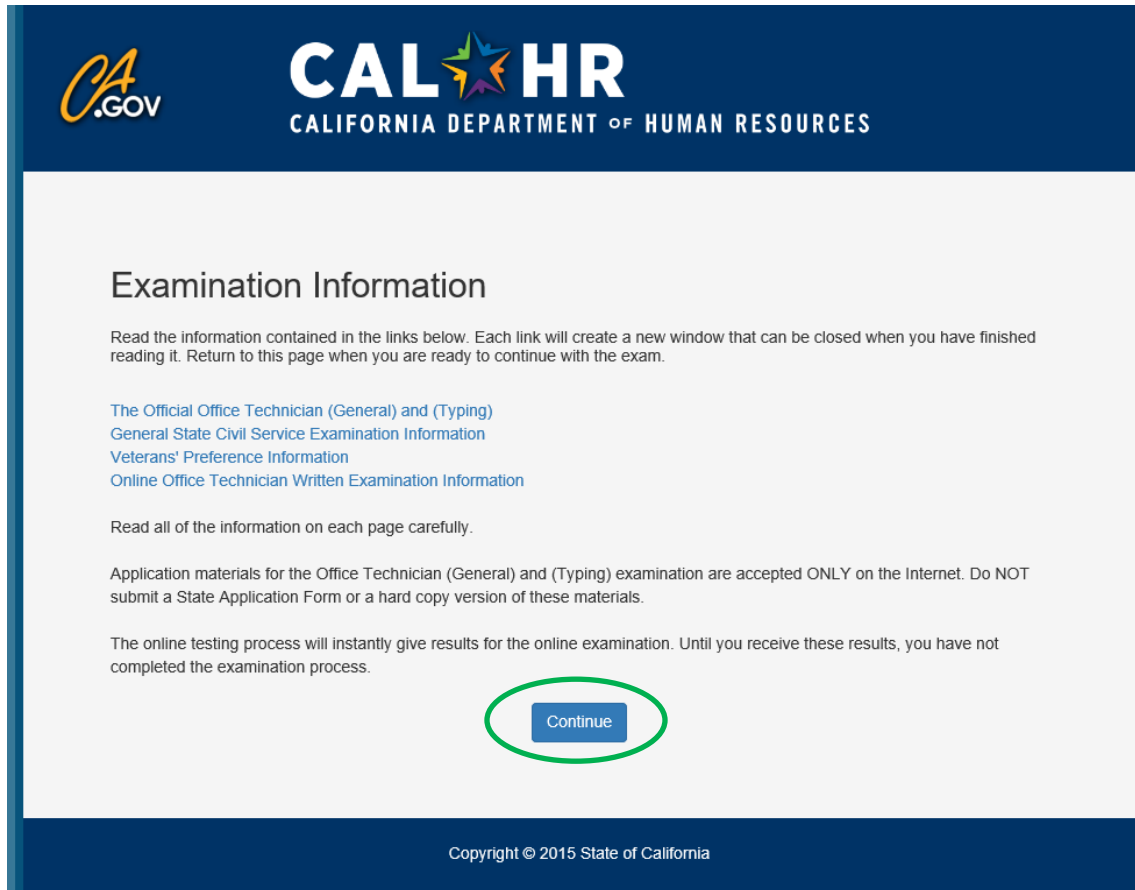
8. Next, sign in to your CalCareer account by entering your “User I.D.” and “Password.” If you do not have an account, click on the “Create Account” button on the left side and follow the system prompts to create a CalCareer account.

The screenshot displays the CalCareer website interface. At the top, there is a 'Login' header. Below it, the page is divided into two main sections. On the left, the 'Create a CalCareer Account' section features a 'Create Account' button, which is circled in green. Below this button, there is a paragraph of text explaining the benefits of creating an account. On the right, the 'Log In' section is also circled in green. It contains input fields for 'User I.D.' and 'Password', a 'Login' button, and a link for 'Forgot User I.D./Password'.

9. Read the information on the next page. If a “Continue” button is present, click it to proceed to the first step of the examination.

Some examinations require online registration for an **in person written** examination (e.g., Motor Vehicle Representative and Licensing-Registration Examiner). The system will take you through several pages to pre-determine if you meet the minimum qualifications for the examination and only allow those who appear to meet them to self-schedule for a test date, time and location.

Note: A hiring department **must** verify you meet the minimum qualifications for the examination prior to a job offer.



CAL HR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Examination Information

Read the information contained in the links below. Each link will create a new window that can be closed when you have finished reading it. Return to this page when you are ready to continue with the exam.

- [The Official Office Technician \(General\) and \(Typing\)](#)
- [General State Civil Service Examination Information](#)
- [Veterans' Preference Information](#)
- [Online Office Technician Written Examination Information](#)

Read all of the information on each page carefully.

Application materials for the Office Technician (General) and (Typing) examination are accepted ONLY on the Internet. Do NOT submit a State Application Form or a hard copy version of these materials.

The online testing process will instantly give results for the online examination. Until you receive these results, you have not completed the examination process.

[Continue](#)

Copyright © 2015 State of California